



## Meeting Report

**Date: October 10, 2013 - Board of Directors Meeting**

### Committee Members:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Stefan Mozar, Bill Bisenius, Grant Schmidbauer

Guests: none

### Participants:

Elya Joffe, Murlin Marks, Dan Roman, Ivan VanDeWege, Thomas Ha, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Kevin Ravo, Tom Shefchick, Mike Nicholls, Juha K Junkkarinen

Guests: none

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Meeting called to order at 2:07 PM CDST

Adjourned at 3:15 PM CDST

## Action items from this meeting

### 10-01-2013

10.01.2013.01 - All Board members - Board members to send ideas to increase revenue, interest, and members to Murlin by October face to face meeting

### 08-27-2013

08.2013.01 - Elya will send entry for past presidents for an Certificate of Appreciation to Murlin  
Item completed

### 07-09-2013

07.2013.01 - All BoD – Respond to Elya’s request for top 5 things that we have, and that we need

07.2013.02 - Respond to Juha for the outline and subject items safety seminar at the University of British Columbia – Item completed

### 06-23-2013

06-23.2013.02 - Doug – to coordinate call for papers, flyer, posters, as a package to continue for future activities

06-23.2013.03 - Bill to work with Doug N. on the rationale and consistent naming of the symposium, conferences, workshops, etc., and promoting a brand

06-23.2013.04 - Tom will work on promotion through LinkedIn

06-23.2013.05 - Dan and Bill to develop a roadmap for utilizing videos and teasers on various social media to generate members and revenue

06-23.2013.06 - Tom to develop a presence for the chapters at the conference with information in the program – Meeting planned, waiting for information for the newsletter – Item complete

06-23.2013.07 - Ivan – to move forward with the reorganization approved in this meeting; report on development by August telecom; full report by Feb. meeting in 2014; detailed structure and names by May, 2014

**06-04-2013**

06.2013.01 - Thomas Ha – develop plan to market and encourage elevation to Senior Member through chapters

**05-07-2013**

05.2013.01 - Thomas Ha – Form a committee to handle member recognition including pin and certificate distribution

05.2013.04 - Ivan – develop ideas to help Dan with reports from each TC for the newsletter

**04-12-2013**

04.2013.01 - Ivan – based on description from Murlin, consider creating a TC on the future of consumer electronics committee

04.2013.02 - Tom Ha – identify a person to take the role of the Awards Chair

04.2013.03 - Murlin to talk to Kevin regarding the history of UL for an article for the newsletter

8/27 - Kevin to resend history article

04.2013.04 - Silvia to form contacts in WIE and prepare reports for the F2F meetings

**03-12-2013**

03.2013.03 - Elya will check with IEEE for multimedia training courses (IEEE e-learning or similar; SCV PSES archives) -- follow up with Steve Welch by the May meeting

03.2013.04 – Bill to work with marketing chair to work on marketing brochure – Bill has taken ownership of brochure

03.2013.06 – Bill – develop membership satisfaction survey; draft by September telecom

03.2013.07 – Bill – Develop an brief elevator pitch from the State of PSES information

5/7: Draft circulated

8/27 : no more comments; to be distributed to BoD members and other interested parties - Item complete

**02-10-2013**

02.2013.04 - Bill Bisenius and Dan Roman to collaborate on a training video by June meeting

Redefined in June action items

02.2013.06 - Bill Bisenius will collect thoughts on how to market the Society and propose concepts for the March meeting. Daniece, Elya, Stefan, Kevin, Grant, Tom, Anna are bounces

Due by June face to face – concepts by April - Item complete

**01-08-2013**

01.2013.05 - Murlin to explore the logistics of the certificates and pin distribution and report by March meeting – defer to May meeting

8/27 - reassigned

01.2013.07 – Thomas – Establish a plan for the Chapter Leadership meeting for the Austin Symposium - Item complete

**12-11-2012**

12.2012.02 - All BoD members – comments on Named Awards proposals - (add to minutes Kevin to approach UL on Merrill award - comments received; proposal made to UL (Feb, 2013)

12.2012.03 - all Bod members – thoughts on how to approach companies for an award endowment by October meeting

### 10/02/2012

10.2012.01- Doug Nix - Event volunteer policy – propose to get sweat equity credit; need to consider – BoD members to email Doug Nix with your thoughts - need report by Doug Nix by March telecon

10.2012.02- Doug Nix - Mentoring program proposal – attendees of writing class wanted mentors to help them with their writing – led to see about IEEE mentor program which need so be revitalized; have proposal to review – (3/12) IEEE is revamping their program, and will not have anything until later this year – (4/2) expecting marketing materials from IEEE

10.2012.03- Ivan – make sure that the TAC meetings at the Symposium are advertised, perhaps an e-blast;

### 9/04/2012

09.2012.01 - Tom Ha/ Doug Kealey - Follow up on Atlanta Chapter status with Atlanta leaders. Need report by March telecon

09.2012.03 - Rich Nute / Elya - Follow up with U.S. Nuclear Regulatory Agency contact. Need report by March telecon

### 7/31/2012

07.2012.01 – Doug Nix - Form a subcommittee to set some criteria on poster sessions, PowerPoint; experiments, etc. during a conference or symposium - subcommittee is formed; details are being discussed

### 6/23/2012

06.2012.04 – Thomas Ha – investigate IEEE fee reduction for large group sign-up for membership fees

06.2012.08 – Doug Nix - Conference – check with Anna – if we have A/V; what does it take to record some of the presentation? Transfer to next symposium in Austin, 2013

06.2012.13 – Thomas Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance. – report needed by March telecon

### 01/2012

01.12.a – Thomas Ha - Distinguished Lecturer program – need to work on developing program – would like to have a preliminary plans by June, 2013

01.12.b – Doug Nix – make a template for announcements for Chapter sponsored workshops - Due by June, 2013

In this telecon I would like to focus on preparations for the face to face meeting in Austin. Therefore, **all VPs and activity leaders** (e.g., marketing, chapters) are requested to discuss in brief their plans in the ISPCE'2013 symposium, within their field of activity, in order to ensure that we make the best of the Symposium opportunities. Special emphases should be placed on the following aspects:

- Membership & Chapter development
- Leadership and succession development
- Marketing and publicity
- Technical activities

All other regular items will be left for the face to face meeting.

## Meeting report

### Call to Order, Introductions/Opening Remarks

#### Consent Agenda Motions

- Approval of Agenda - Motion made to accept, no comments or objections ; motion passed
- Secretary's Report – minutes of August, 2013 meetings; no comments or objections ; minutes accepted

#### Past President's Summary

- C&BL Update
- Awards – certificates are being prepared by IEEE, should arrive at hotel by Friday
  - Gary Weidner will not be at symposium; will need someone to accept the award for him
  - Awards ceremony is scheduled for 11:30 AM, Oct 8 (Tuesday)
  - 2014 symposium
    - Sign at Society table
    - Make an announcement during the public events
    - Stuffers with save the date and call for papers
    - Add Kevin as another speaker at opening

#### President- Elect's Statement

- Highlights for 2014/15 plans

#### President's Statement:

- How might we make best of the conference?
  - Closing ceremony – passing of the flag as an event at every symposium
  - Have copies of the newsletter for review
  - Board positions – use conference as a networking event to fill positions
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- Product safety in EECE 380 – Electrical Engineering Design Studio (Juha)
  - Have received some material – could use more
  - Will send draft this week
- In preparation for October SP session
  - Membership and Member Development (Tom)
- Global Outreach
  - Buenos Aires, October 2013
- Board meeting in October
- Strategic plans – will continue next year
- Detailed discussion of membership, finance, and Technical services areas
  - VPs to come with a proposal for discussion
  - 2 or 3 slides to serve as a start for discussion
- Discuss responsibility and accountability
  - Action items
  - How to make sure that each of us can meet our obligations
- Board members to send ideas to increase revenue, interest, and members to Murlin by October meeting

## Treasurer's Report

- Treasurer's Report



Meeting Update-  
August.pptx

- Review and report and comments to Jan

## FinCom Report

- Fincom Report
  - No report

## VP Reports

### VP Technical Services

- iNARTE PSE Certification status and inputs
  - Will contact Jack Burns for report
- Reorganization of TA per BoD resolution
  - No report
- Presence and visibility in ISPCE 2013
  - TAC meeting on Tuesday
- 3-5 year TAC/TC plan
  - No report

### VP Communication Services

- Newsletter content
  - Ask that the editors get their articles in for the newsletter on time
- Marketing and Publicity
  - Will be working with Bill on the training video ideas
  - Would like to have pictures of the award recipients in the newsletter
  - Would like to have 20 – 30 copies of the PSES newsletters – Tom Ha will contact

### VP Conferences

- Status of ISPCE 2013 preparations
  - Chapter meeting – 6 – 8 pm, Oct 8 (Tuesday)
- Future symposia locations
  - Review of potential locations
- Conferences expansion
- Funding of speakers policy

### VP Member Services

- Chapter coordination meeting
  - Meeting at the symposium – Tuesday – 6 – 8PM
  - Wants meeting with local chapter
- Chapter of the year award
  - Chapter chosen and award will be presented at Symposium
- Award activities
  - William H. Merrill
  - Awards presentation ceremony

### Old/Unfinished Business

- Consumer Reports Appliance Fire article – Ad-Hoc Committee update
  - No report

### New Business

- Open floor for comments
  - No comments

### Summary of Financial Impact of Approved Motions

- No such motions

### Action Items (old and new) Review –

- Elya asked everyone to review the action items (see Page 1 & 2) to mark them off or address them before our next meeting.
- Provide Elya and/or Daniece with your updates

### Closing Remarks

- Next Face to Face (F2F) meetings
  - Locations for 2013 BoD meetings:
    - 10/2013: Austin, Tx – Meetings **Rescheduled to Oct. 9 -10**
  - Next teleconference will be November 5, 2013
- Adjournment
  - Meeting was adjourned at 3:15 PM CDST.

## Meeting Schedules

- Strategic Planning Committee
  - All VP's are included
  - Strategic planning meetings will be held the Monday after the February BoD meeting.
  
- **2013 Face to Face meetings**
  - 9-11 Feb, 2013 – Santa Clara, CA
    - Feb 9 – ExCom meeting
    - Feb 10 – Board meeting
    - Feb 11 – Strategic Planning meeting
  - 22-23 June, 2013 – Vancouver, BC Canada
    - June 22 – ExCom meeting
    - June 23 – Board meeting
    - June 21 (Friday) – workshop with CSA could be a possibility
  - ~~5-6~~ October, 2013 – Symposium – Austin, TX
    - Sunday before the symposium – **Rescheduled to Oct. 9 -10**
    - Oct 5 – ExCom meeting– **Rescheduled to Oct. 9**
    - Oct 6 – Board meeting– **Rescheduled to Oct. 10**
  
- **Monthly teleconference schedule**
  - Teleconference meetings sent as outlook meeting notice and e-mail
  - First Tuesday of the month (unless scheduled otherwise)
    - **2013**
    - January 8
    - February 5 – no teleconference to be held
    - March 5 - Postponed to March 12
    - April 2
    - May 7
    - June 4
    - July 2 - **Rescheduled to July 9, 2013**
    - August 6 - **Rescheduled to August 27, 2013**
    - September 3 - **Rescheduled to September 10, 2013**
    - October 1
    - November 5
    - December 3
  - If you cannot attend, please send a report of your activities and update to any action items

### Time :

US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -  
Tel Aviv, Israel - 10 PM - Buenos Aires – 4 PM  
Sydney, Australia - - 7 AM ( Wednesday ) - Beijing, China – 4 AM Wednesday

**Please note** that the times **may vary** depending on the local adoption of Daylight Savings Time.  
**ALWAYS** check your local time.

Time is based on **US Central time zone. (Austin, Texas)**

Convenient web based planner is at <http://www.timeanddate.com/worldclock/meeting.html>